

**Information Sheet  
International Student Service  
University of Tartu**

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<b>Website:</b>	<b><u><a href="http://www.ut.ee/studies">www.ut.ee/studies</a></u></b>

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<b>Academic year</b>	<u>2010/2011</u> <b>Autumn semester:</b> from 30.08.2010 to 30.01.2011 <b>Spring semester:</b> from 07.02.2011 to 26.06.2011
<b>Application deadlines</b>	<b>Autumn semester:</b> May 1 – non EU applicants June 1 – EU applicants <b>Spring semester:</b> November 1 (all applicants)
<b>Accommodation office</b>	<b>Student Village</b> Narva mnt. 25 51013 Tartu Tel +(372) 740 9959 Fax +(372) 740 9958 E-mail: <a href="mailto:info@kyla.ee">info@kyla.ee</a> <a href="http://www.kyla.ee/en.html">http://www.kyla.ee/en.html</a>

## UNIVERSITY OF TARTU – INFORMATION FOR INCOMING EXCHANGE STUDENTS

The information given applies to exchange students who are nominated as exchange students to the University of Tartu by their home university, to study here for a semester or two. It helps a student exchange coordinator at the student's home institution to prepare students for a successful study abroad period.

### **Student exchange coordinator:**

Ms. Piret Must  
International Student Service  
University of Tartu  
Ülikooli 18  
50090 Tartu, Estonia

E-mail: [piret.must@ut.ee](mailto:piret.must@ut.ee)  
Tel: (+372) 737 6270  
Fax: (+372) 737 5153  
URL: <http://www.ut.ee/studies>

### **1. Application documents and requirements**

Required documents for exchange students are:

1. online application form
2. learning agreement
3. transcript of university records (in English)
4. copy of valid identification document (non EU applicants – valid passport copy)
5. one photo (3 cm x 4 cm; attach to the application form)
6. proof of English language skills (not applicable for native speakers and students of the universities where English is the language of instruction)

Please find the documents to be submitted from our website:

<http://www.ut.ee/en/studies/exchange-and-semester-abroad/exchange-students/>

Students must submit their online application form both electronically, as well as by regular post.

Online application system is open within the period from March 15 to June 2 and September 15 to November 2. Students will be provided with usernames and passwords, so that they can monitor their admission process online. Online application form can be found here:

<http://www.ut.ee/en/studies/exchange-and-semester-abroad/exchange-students/>

Please note that after submitting the application form, it must be printed out and signed by home institution's coordinator and by a student.

### **2. Deadlines for applications:**

Autumn semester / full academic year:

Non EU applicants: **May 1**

EU applicants: **June 1**

Spring semester:

All applicants: **November 1**

All documents should be signed and sent by regular post to:

International Student Service  
University of Tartu  
Ülikooli 18-104  
50090 Tartu, Estonia

Once students have submitted all the required documents, the University will inform them about admission and provide further information.

### 3. Courses

The University of Tartu offers many English-taught courses in different disciplines for international students. Exchange students are free to select courses from different programs and faculties to design their study plans for the coming semester. The list of courses taught in English is available at <http://www.ut.ee/en/studies/exchange-and-semester-abroad/courses-taught-in-english/>. The updated list of courses taught in English in spring 2011 will be available on our website by the third week of October. Until then, students can get the information from the course list for spring 2010 (many of the courses are same from year to year and are taught at the same semester next year). Timetables of the programs and other courses will be available at the beginning of the semester.

The **non-intensive** Estonian language course for beginners is available for all international students. The university's Language Centre also offers courses for those interested in studying the Russian language; however, the courses will only be opened in case there are enough students ready to participate.

Courses could be cancelled if there are less than 5 students enrolled in the course. The university has the right to cancel courses due to unforeseen circumstances.

### 4. Accommodation

Along with the admission letter, students will also receive an instruction how to apply for accommodation in one of the university's dormitories.

All students are guaranteed a place in a double room; however, they still need to apply for housing following guidelines they find in the admission package.

An important aspect to keep in mind is that all students, including exchange students, are required to pay a refundable deposit fee for their housing, the amount of that is 51 euros. It will be refunded to students unless there are some property damage caused and the deposit money is used to cover the cost of repair.

To see where students are accommodation, please have a look at this website:

<http://www.ut.ee/studies/practical/before/housing>

### 5. Stipends

Exchange students are exempt from tuition fees and if stated in a concrete agreement are entitled to a monthly stipend of 2500 EEK (approx. 160 EUR) and their dormitory rent will be covered (place in a double room).

Students will receive their first stipend at the beginning of their studies in cash, later stipends will be transferred to their bank accounts students need to open once they are already in Tartu.

**NB!** Estonia will join Euro area on **1<sup>st</sup> of January 2011**. During the changeover Estonian kroons will be changed to euros at a rate of 1 euro = 15.6466 kroons, which means that the current exchange rate remains unchanged.

During the first two week after the €-day, cash payments can be done both in kroons and in euros. More information can be found from Euroweb: [www.euro.eesti.ee](http://www.euro.eesti.ee)

### 6. Orientation Course

At the beginning of each semester, International Student Service offers an orientation course for all incoming students. Orientation course takes place about a week before the beginning of a semester and it includes:

- Meeting the representatives of the university and International Student Service;
- Introduction to the university's study system;
- Tour of the university, the library and the town in general;
- Meeting the tutors.

A lot of practical information can be found at our website: <http://www.ut.ee/studies>